

Health and Human Services Data Center (HHSDC)  
Stephen P. Teale Data Center (Teale)**DATA SECURITY ACCESS REQUEST**Process No.: \_\_\_\_\_ Requested Completion Date: \_\_\_\_\_  
(FOR CDSS RACF ADMINISTRATOR USE ONLY)☐ Attached is a list of additional items due to limited space on this form.**Data Center** (Check the appropriate box or boxes): ☐ **HHSDC** ☐ **Teale****User Category:**

(Check the appropriate box or boxes)

☐ **Natural User**☐ LIS☐ MAI☐ SHS☐ WIS☐ Other (specify) \_\_\_\_\_☐ **Programmer**☐ CPS☐ DPM☐ FFM☐ IFD☐ JRS☐ LIS☐ MAI☐ NPM☐ PQC☐ QNA☐ SHS☐ TNF☐ WIS☐ Other (specify) \_\_\_\_\_**User Name:** \_\_\_\_\_  
(LEGAL LAST NAME, FIRST NAME, MIDDLE INITIAL)**Existing Userid:** BP \_\_\_\_\_**Userid Section** (Check the appropriate box or boxes and supply the necessary data):☐ A. **Create** new Userid (Assigned by RACF Administrator) BP \_\_\_\_\_☐ B. Userid will be used ONLY for **FTP or Connect Direct (data transmission)**☐ C. **Delete** Userid BP \_\_\_\_\_☐ D. **Activate** Userid BP \_\_\_\_\_ on date \_\_\_\_\_☐ E. **Suspend** Userid BP \_\_\_\_\_ on date \_\_\_\_\_☐ F. **Reset Password** for Userid BP \_\_\_\_\_**Data Set Section** (Check the appropriate box and supply the necessary data)☐ A. **New** Data Set(s) to be accessed/secured

Data Set Name(s)	iii Access Authority		
	Read/Copy	Update/Change	Create/Delete

☐ B. **Delete** Data Set(s) security protection

Data Set Name(s)

☐ C. **Remove** all access from the following Data Set(s)

Data Set Name(s)

☐ D. **Change** access authority for the following Data Set(s)

Data Set Name(s)	iii New Access Authority		
	Read/Copy	Update/Change	Create/Delete

**Business Justification Section** (requested action for each data set must be explained)

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**Relationship Manager**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Business Manager / System Owner**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Point of Contact**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Database Administrator (RACF Administrator will obtain Database Administrator signature if needed)**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

- i All data sets must be deleted or moved to a different library by the requestor BEFORE a userid can be deleted.  
ii List all data set names in their entirety. RACF administrator will determine appropriate security definition(s).  
iii Check the MINIMUM data set Access Authority needed. Each access authority request will be scrutinized.  
iv Deleting the Data Set(s) security profile(s) will leave the physical data set(s) potentially unsecured. This Delete request pertains only to RACF security definitions. The physical data set(s) are the responsibility of their creator/owner.